

I.T.S School of Management

(Formerly Institute of Technology and Science)

Service Rules & Other Policy



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Service Rules

CHAPTER - 1

COMMENCEMENT AND APPLICABILITY

1. Commencement

The service rules as contained herein may be called the Institute of Technology & Science Service Rules with the amendments as may be made from time to time.

2. Applicability

- a) The Service Rules shall apply to every permanent employee (both teaching & non-teaching staff) of the Institute.
- b) Notwithstanding anything contained in clause 1 above, the Governing Body, by agreement with any employee can make special provisions regarding his conditions of service and thereupon these Service Rules shall not apply to such an employee to the extent to which the special provisions are inconsistent therewith.
- c) The existing arrangements with the employees shall not change except with mutual consent.
- d) Employees on contract shall be governed by the terms and conditions specified in their Contract (Contract employees are those employees whose services are hired for jobs and / or specific period.
- e) Temporary employment of both teaching and non-teaching and non-teaching staff will be for meeting out emergent situations arising out of unforeseen circumstances namely leave / sickness vacancies etc. All such employees will be paid a consolidated salary and the duration of this employment must not exceed six months at one time.
- f) A non-teaching staff or any other person may be given casual appointment for casual nature of work / job for short duration on consolidated salary for period not exceeding three months.

CHAPTER - II

DEFINITIONS

In these rules, the following expressions shall have the meaning as indicated against them:

1. "Governing Body / Academic Council means a committee constituted by the Society as per norms of AICTE / University or The Executive Committee to look after the affairs of the Institute.
2. "Disciplinary Authority" means authorities of the I.T.S who have been delegated the powers of Governing Body to take disciplinary action against employees in case of misconduct.
3. "Director General/Director" means a person appointed as Director of the Institute or a person acting as Director in the absence of the Director on leave or otherwise.
4. "Executive Committee" means a Committee constituted by the Society to control, manage and govern the activities of the Institute.
5. "Employee" or "Staff" refers to in these rules means any person in permanent employment of the Institute.
6. "Institute" means Institute of Technology & Science, Ghaziabad.
7. "President / Chairman" means the President / Chairman of the Institute nominated by the society.
8. "Secretary" means Secretary of the Institute nominated by the Society.
9. "Society" means Durga Charitable Society.
10. Words importing the masculine gender shall include the feminine gender.

CHAPTER - III

APPOINTMENTS, RECRUITMENT BASIS, RETIREMENT, TERMINATION, DISCIPLINARY ACTION AND SUSPENSION.

1. Appointing Authority:

- A. All appointments of the teaching staff shall be made by the Director General / Director on recommendations of selection committee subject to approval of the Governing Body / Academic Council. The Selection committee (s) shall be constituted as per AICTE / University norms.
- B. Director General / Director can make temporary appointment. The services of temporary employees shall be liable to termination at any time by giving notice from either side.

2. Recruitment:

A. Direct Recruitment

a. General criteria for fresh recruitments of staff shall be as follows:

- I. Academic qualification of a non - teaching staff should not be less than a Graduate of a recognized University except under Grade 1 IV Class IV, matriculation or equivalent qualification will be preferred.
- II. Teaching Staff must have prescribed qualification as per AICTE / University norms.
- III. For office, Library and all other administrative / ministerial staff knowledge of Computer operation and English typing are essential. Preference will be given to those with knowledge of Stenography.
- IV. Wherever necessary, direct recruitment will be made not withstanding clause (B) below.

- a. All appointment are made through a formal Appointment Letter, signed by the appropriate authority. Appointment may be permanent, temporary, casual or on contract basis.
- b. All appointments are subject to satisfactory medical report by a medical officer, approved by the Institute.

All employees during the period of their service shall have to undergo medical examination whenever called upon to do so.

- c. Appointment to all types of posts in the Institute shall be made on probation for a prescribed period. The appointing authority shall have the power to extend the period of probation for such period as may be considered necessary. After the period of probation, or the extended period of probation as the case may be, the employee will either be confirmed or his employment terminated.
- d. All letters of appointment are subject to the candidate's antecedents and credentials being found genuine and satisfactory. If any discrepancy is found in the credentials at any time, the letter of appointment shall stand cancelled and the employment terminated without noticed and without any liability to the Institute. At the time of employment, the concerned candidate must submit photocopies of all certificates and testimonials along with the original for verification by the Secretary.
- e. Acceptance of employment by a candidate means and includes acceptance of these Rules and Orders issued from time to time in supplement to or in modification of these Rules.

B. Promotion from within:

- a) Appointment to a post in any grade may be made - whether in a substantive or officiating capacity, by promotion from amongst employees serving in posts in the next lower grade on the basis of merit, with due regard to seniority, efficiency, honest, loyalty and on the recommendation of the Selection Committee and approval of the Director General / Director.
- b) Promotion of a Faculty member is subject to the approval of and the recommendations of the Director General / Director. Contribution made by faculty members in the following areas will be considered :
 - i. Teaching, training, research, consultancy compilation / preparation of case studies, improving curriculum and institution building including administration and guidance to Students.
 - ii. Work assigned to them and achievements made, aptitude and contributions made for the development of the Institute or any job allotted to Faculty members.

- iii. Additional professional qualification or proficiency in consultancy, management development activities will always be considered.

All promotions from / within will be subject to the candidate's satisfactory performance during first year of promotion, failing which he will be reverted to his substantive post.

3. Retirement:

After confirmation, the appointee shall continue to hold his office till he attains normal retirement age, which is on completion of the 65th birthday for Faculty and 60th birthday for non-teaching staff as per the age record of the employee in the Institute.

Provided, however, where Governing Body considers that in the interest of students and for the purpose of teaching and guiding the research scholars, any member of teaching staff should be re-employed, such re-employment shall be made for such period (s) as may be considered appropriate. Provided further that the Governing Body may at its sole discretion grant extension of service of one year at a time to an employee subject to his being found medically fit.

4. Termination:

- a. The appointing authority shall have the power to terminate the service of any permanent member of teaching / non teaching staff after giving due notice of such period as mentioned in the appointment letter or on payment of salary in lieu of such notice.
- b. An employee referred to against above, may terminate his engagement by giving the appointing authority similar notice provided that the appointing authority may either reduce this period or call upon the employee concerned to continue till the end of the semester in which the notice is received.
- c. Apart from resignation, retirement or death, the service of an employee can be terminated on any of the following grounds:
 - Incapacitation or on being declared medically unfit.
 - Indiscipline, in – subordination dishonesty. Moral turpitude or irregular attendance or an act of misconduct.
 - Failure to render satisfactory performance.
 - Violation of terms and conditions laid down in these rules.
- d. The services of staff members can be terminated by giving notice of one month from either side and without assigning any reason whatsoever during period of probation.

- e. In case of Contract Appointment, the contract will specify the notice period for termination.
- f. When appointed on whole time basis, no part time work even in an honorary capacity is allowed. Violation of this condition would attract immediate termination.

5. Discipline and Disciplinary Action in case of Misconduct

The concept of discipline essentially means willing adherence and without being supervised by all employees to all Rules and Regulations formulated by the Institute.

- a) All employees are expected to maintain a high standard of discipline, good conduct and behavior. They are also to follow the Rules and procedure issued by the Director from time to time. Violation of this will tantamount to "Misconduct" and the concerned employee will be liable for disciplinary action.
- b) Without prejudice to the general meaning of the term "misconduct" the following acts will constitute misconduct on the part of an employee:
 - i. Willful insubordination or disobedience, whether alone or in combination with another or others of any lawful and reasonable order of a superior or refusal to receive or reply to a communication sent by a superior.
 - ii. Striking work in contravention of any statutes, law or enactment from time to time and for the time being in force either singly or with others, or inciting any employee while within the premises of The ITS to strike work.
 - iii. Taking part in any political demonstration / Gherao, while on duty.
 - iv. Theft, fraud or dishonesty in connection with the Institute's business or property.
 - v. Taking or giving bribes or any illegal gratification whatsoever.
 - vi. Habitual late attendance and habitual absence without leave or without sufficient cause.
 - vii. Habitual negligence or neglect of work.
 - viii. Habitual indiscipline
 - ix. Causing damage to work in process or to any property of the ITS by negligence or with intention.
 - x. Threatening or intimidating any employee within the boundaries of the ITS premises.
 - xi. Giving of false information of any kind at the time of seeking employment or for

securing any facility given by the ITS.

- xii. Absence without leave or overstay beyond the sanctioned leave for more than six consecutive days without sufficient ground or proper satisfactory explanation.
- xiii. Abetment or attempt at any of the above acts of misconduct.
- xiv. Any other misconduct as promulgated by the Director.

(NOTE: THE ABOVE LIST OF MISCONDUCT IS ILLUSTRATIVE IN NATURE AND NOT EXHAUSTIVE.)

C) An employee found guilty of misconduct shall be liable to be dismissed. The Disciplinary Authority, at its discretion and keeping in view the gravity of the misconduct may award one of the following punishments in lieu of dismissal.

- i. Discharge
- ii. Suspension up to 15 days without pay
- iii. Warning
- iv. Any other punitive action as deemed fit by the Disciplinary authority.

d)

- i. If an employee is alleged to have omitted an act of misconduct, the Disciplinary Authority will issue a charge sheet asking him to explain in writing why disciplinary action should not be taken against him.

Provided that where an employee is charged with a serious act of misconduct. He may be suspended forthwith pending enquiry of the charge sheet. During the period of such suspension, the employee will be paid Subsistence Allowance at the following rates.

For the first ninety days, at the rate of fifty percent of his wage/salary (Basic plus Dearness Allowance). If the enquiry gets prolonged beyond ninety days for reason directly attributable to the employee, it will be reduced to twenty five percent of wage for the remaining period.

The suspended employee is to report daily at the Institute's reception about his presence entitling him for the suspension period payment. Payment of Subsistence Allowance is also subject to the employee not working elsewhere during the period of suspension and also attending the enquiry on the date (s) fixed for the same.

- ii. If the reply to the charge sheet is unsatisfactory, or where no reply has been received within the specified time limit, the disciplinary authority shall arrange to hold an enquiry as per procedure into the matter.

- iii. If on the conclusion of the enquiry, the employee is found guilty and it is considered that the employee should be punished, after following the procedure, the disciplinary authority shall pass an order accordingly and communicate the same to the concerned employee.
- iv. Where an order of Discharge / Dismissal is passed, the same will have effect immediately on communication thereof. In case the employee was under suspension pending enquiry, the amount of Subsistence Allowance paid or payable up to the date of Discharge / Dismissal shall not be recovered.

Provided that where the period of suspension pending enquiry exceeds fifteen days and the employee is punished with suspension up to fifteen days, the employee will be entitled to full wages for the remaining period after recovering the Subsistence Allowance already paid to him.

Provided also that where the employee is either given a warning or exonerated of the charge, he will be entitled to full wages for he period of suspension pending enquiry after recovering the Subsistence Allowance paid to him.

CHAPTER IV

GRADES, SCALES OF PAY & INCREMENTS

1. Grades

- a) All staff in the Institute would be classified appropriately into various "GRADES" for the purpose of scales of pay and other allowance.
- b) The designation of a staff member is only indicative of his functions and would not change the "grade" to which he is appointed / classified. Consequently, staff members with the same designation may belong to different "grade", depending upon the person's job responsibility, his ability to carry a greater load of work, seniority etc.
- c) All staff will be intimated about the 'grade' to which they belong.
- d) The placement of a staff member in one of the 'grades' and promotion from one 'grade' to another would be on the basis as per clause (B) of Chapter III.

2. Qualification

The prescribed minimum qualification and experience requirements for the various teaching posts shall be as per AICTE / University guidelines.

3. Scales of Pay

- a) The scale of pay for the teaching staff shall be as per scales prescribed by the UGC/AICTE.
- b) The existing scales of pay shall continue as it is. No change in scale of pay shall be made without the approval of the Governing Body / Society.

4. Increments

Better compensation package, performance and accountability are inter-related and one cannot be had without the other. Performance appraisal and accountability shall be an integral part of annual review of the employees.

An open, transparent and objective Performance Appraisal System comprising of self-appraisal and peer evaluation is in practice and same can also be modified / upgraded from time to time, as may be deemed fit.

- ❖ The annual increment will be considered once in a year based on the recommendations given by the Director.

- ❖ An increment shall not be sanctioned unless the conduct of the employee and performance during the year under review has been good.
- ❖ The Director General is empowered to sanction the grade increment, defer, or stop the annual increment altogether depending upon the performance of the employee.
- ❖ Director General/Director, may in recognition of the exceptional merit of an employee, sanction him additional increment (s) or promotion to a higher grade as it may deem fit.
- ❖ Director General/Director, may sanction to an employee in any special circumstances, such special pay, honorarium or fee and on such conditions as it may deem fit.

5. Others

The pay and allowances to employees of the Institute for each month shall be payable during the first / second working week of the succeeding month.

- a) On termination / resignation, the pay and allowances shall be released only after the staff member's account is settled and after taking over charge from him including surrender or return of the Institute's assets in his possession. A No Dues Certificate from different departments and also from authorized person taking charge from him will be necessary.

The above rules shall be subject to directions and guidelines of AICTE / University issued from time to time and adopted by the Institute after approval of the Governing Body/Academic Council.

CHAPTER - V

ALLOWANCES AND OTHER BENEFITS

1. General

Income Tax payable by the employee shall be deducted at source as per law.

2. Provident Fund

Every employees of the Institute shall be entitled to the benefit of Provident Fund, as prescribed and applicable from time to time.

3. Gratuity

Members of Staff who are covered under the Payment of Gratuity Act, 1972 will be paid gratuity as per the Gratuity Act.

4. House Rent Allowance

All permanent employees covered by these rules who are not provided housing accommodation by the Institute will be entitled to House Rent Allowance as prescribed by the Institute from time to time.

House Rent allowance shall be paid together with monthly salary. In case of any employee who has been provided leased, rented and / or own accommodation with or without furniture no house rent allowance will be payable and the Institute will deduct 10% of his basis salary and his contribution towards house rent. All expenses of electricity, water etc. in such accommodation would be payable by the Institute.

5. Medical Benefits

The Institute has taken group medial and accident insurance policies benefit of which will be available to all employees. The premium of these policies is paid by the Institute.

6. Books & Periodical Allowances

The teaching staff may be required to purchase books and periodicals for improving curriculum and guidance o the students. The Institute will reimburse the expenses incurred by them for purchase of books & periodicals up to Rs.2000/- in a year.

7. Leave Encashment

The employees can apply for encashment of their leaves as per leave as per Leave Rules of the Institute, as modified from time to time.

CHAPTER - VI

WORKING HOURS, HOLIDAYS AND LEAVE RULES

1. Working Hours

- a) The working hours in the institute are 9.00 a.m. to 4.30 p.m. for faculty and 9.00 A M to 6.00 PM from Monday to Saturday with lunch break from 1.00 p.m. to 1.30 p.m. 2nd and 4th Saturday will be observed as off days along with Sundays. Director General/Director may notify separate timing for faculty or staff required as per needs from time to time.

Faculty members can avail flexi timing up to one hour, as per institutes guide lines, issued from time to time.

Non Teaching staff members are also permitted two short leaves of 1 and Half hours each in a month with prior approval from immediate superior and Director General / Director.

2. Holidays

During December every year, a circular will be issued regarding holidays for next year.

In addition, employees can avail two restricted holidays from the specified list, issued along with above list of holidays.

3. Leave

All the employees will be governed by the leave rules of the Institute, as modified from time to time.

CHAPTER – VII

TRAVELLING, CONVEYANCE AND ALLOWANCES

Rules regarding Travelling, Daily Allowance and Conveyance during travels shall be framed by the Institute as notified through circular/office order issued from time to time.

I.T.S- -The Education Group

Ghaziabad

Murad Nagar

Gr. Noida

Date: 21.01.2015

CIRCULAR FOR ADMISSIONS STAFF (Campus 1, 2, 3 & 4)

Sub: Allowances for visit on duty- Admissions Staff


Staff members in the Admission Cell at I.T.S-The Education Group shall be entitled to following allowance towards reimbursement of expenses incurred during outstation visits on duty.


These rates are effective from 23rd January 2015.

S. No.	Details	Entitlement
1.	Towards meals and lodging for full day for one person to out station	Rs. 1,500/-
2.	Towards meals and lodging for full day for two persons travelling together to outstation	Rs. 1,900/-
3.	Towards full day meal without lodging	Rs. 125/- (for Delhi NCR)
4.	Local transportation i.e. transportation to and fro at place of residence and at the station of duty(residence to the station and back as well as station to hotel and back)	Rs.100/- to/ fro from Ghaziabad Railway Station and Rs.200/- for to/fro New Delhi Station.
5.	Transportation cost connected with duty performed at outstation	On actual basis (documents to be attached .)- by Auto Only

Supporting evidence is required for claims in respect of items mentioned at Sr. no. 1 to 3.

In case of any possible deviation, prior permission should be taken.


B K. Arora
(Secretary)


Arpit Chadha
(Vice Chairman)

INSTITUTE OF TECHNOLOGY & SCIENCE
MOHAN NAGAR, GHAZIABAD

13th July 2016


No. DG/00/1/16


OFFICE ORDER

Requisition of vehicle for official travel in NCR

Following procedure is to be followed for booking of vehicle for official purposes related to visits in NCR, after due approval from appropriate authority.

1. As far as possible, personal vehicle will be used & travel claim made as per Institute rules.
2. As a next alternative, submit requisition slip to A.O with two day advance notice, except for emergencies.
3. In case of non availability of vehicle as advised by A.O, against requisition, in writing, travel is to be undertaken by making use of taxi aggregating service by OLA/ Uber, on point to point single destination basis, at the lowest category rate.
4. Reimbursement of taxi bill booked on OLA/ Uber will be on production of respective receipt.
5. Any deviation from this procedure requires prior approval of DG.


Dr A K Puri
Director General


13/7/16

CC: The Vice Chairman, I.T.S Group
✓The Secretary, I.T.S Group

INSTITUTE OF TECHNOLOGY & SCIENCE
MOHAN NAGAR, GHAZIABAD


13th July 2016

No. DG/00/2/16

OFFICE ORDER

For all official outstation travels, upon approval of the travel plan, procedure as given below is to be followed for hotel booking.

- (i) All bookings for hotel to be through Hotel aggregator service Goibibo/ OYO Rooms, on the lowest rate quoted.
- (ii) Each user is required to download Goibibo App on his/ her smartphone/Laptop/PC
- (iii) Promo Code APP3625 is to be applied upon App download to get initial credit into the individual account.
- (iv) Payment for booking, as per requirement, to be made through personal credit card/ Institute credit card (available with Mr. Mohit Kapoor).
- (v) Reimbursement, if any will be made on submission of bill against actual utilization.


Dr. A K Puri
Director General

oh
13/7/16.

CC: The Vice Chairman, I.T.S Group
✓The Secretary, I.T.S Group

I.T.S- -The Education Group

Ghaziabad

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5.	Transportation cost connected with duty performed at outstation	On actual basis (documents to be attached)- by Auto Only

Supporting evidence is required for claims in respect of items mentioned at Sr. no. 1 to 3.

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B K Arora
(Secretary)


Arpit Chadha
(Vice Chairman)

CHAPTER – VIII

LEAVE RULES

1. No leave can be availed as a of right and the grant shall be at the sole discretion of the competent authority
2. The entitlement of 12 days. Casual Leave 10 days sick Leave will be compounded to 22 days of Casual/Sick Leave per year.
3. Normally all leave should be taken with prior permission. A maximum of 2 days leave can be availed without prior permission on purely unforeseen reasons like sickness etc.
4. Leave beyond 2 days on sickness ground should be supported by medical certificate from any MBBS doctor and duly countersigned by the Institute's Medical Officer.
5. Out of annual entitlement of 22 days of Casual/Sick Leave, 10 days can be carried forward to the subsequent years subject to a maximum of 60 days of accumulation.
6. Any faculty/staff joining ITS shall initially be entitled to prorate entitlement of 2 days of Casual/Sick Leave per month from the second month onwards, subject to a maximum of 22 days of leave for the first year.
7. The month of joining will be considered as a full month for leave purposes if a faulty/staff joins befor 15th of a month and will be ignored if he/she joins after the 15th. The yearly calendar for leave entitlement shall accordingly be calculated for subsequent years.
8. After completion of one year of service, the faculty/staff shall be credited with 11 days of Casual/Sick Leave for every 6 months.
9. Extension of Leave can only be availed with prior permission. Those who fail to report for duty on completion of leave without prior permission will be deemed to be on leave without pay.
10. Leave can only be availed after the same has been credited to the account and leave against future entitlement is not admissible.
11. Holidays/weekly offs can either be prefixed or suffixed by casual/sick leave. Any holidays/weekly off falling within the casual/sick leave applied for shall be counted as a part of the leave and accordingly debited. The present practice of determining eligibility to the weekly off on the basis of number of actual attendance during the week is being discontinued.